1. Agenda

   Documents:

   2020-01-16 Parks And Commons Commission Agenda.pdf

2. Meeting Materials

   Documents:

   2019-12-19 Parks And Commons Minutes.pdf
   Facilities Manager Report.pdf
   2020-01 Trails Report.pdf
   Board Minutes 12-12-19.Pdf
   Report Jan 2020.Pdf
   Financial Report.pdf
   2020-01-18 Handout 1 Parks Budget.pdf
   2020-01-19 Handout 2 Trails Budget.pdf

CITY OF YACHATS
PARKS & COMMONS COMMISSION
REGULAR MEETING

441 Hwy 101 N., Yachats Commons, Room 1

Thursday January 16, 2020 at 3:00pm

I. Call meeting to order

II. Approve Minutes of Regular Meeting on December 19, 2019 at 3:00pm (attached)

III. Reports
- A. Facilities Manager
- B. Yachats Trails Committee
- C. Little Log Church
- D. Commissioners

IV. Finance
- A. Commons
- B. Trails
- C. LLCM

V. Old Business
- a. Dog Park

VI. New Business
- A. From Commission
- B. From the floor: Topic not listed on the agenda: 5-minute limitation per person

And a personal "Happy Holidays" and a most sincere "Thank you" from the Commission Chair to all of the Commissioners, staff and volunteers who continue to make Yachats the Gem of the Oregon Coast.

Commission meets the third Thursday of each month.

This meeting is open to the public and all interested persons are invited to attend. This meeting will be audio taped. All items to be considered by the Commission must be submitted to City Hall no later than one week prior to the meeting. Minutes of all public meetings are available for review at City Hall, or on the City website at www.yachatsoregon.org.

In accordance with ORS 192.630, City of Yachats will make a good faith effort to provide accommodations for any person desiring to attend a public meeting, if the request is made at least 48 hours in advance of the meeting time. The meeting room is physically accessible to persons with mobility devices; a sign language or foreign language interpreter may be available, with advance notice. Call City Hall at 541-547-3565 or Oregon Relay 1-800-735-2900 (TDD) two days in advance.

Posted: 01-12-20

CITY OF YACHATS

PARKS AND COMMONS COMMISSION
December 19, 2019

Draft Minutes

I. Call to Order

Chair John Purcell called to order the December 19, 2019 meeting of the Parks and Commons Commission at 3:00 pm in Room 1 of the Yachats Commons. Members present: Linda Johnson, John Purcell, Dawn Keller, Dean Shrock, Michael Hempen, Craig Berdie, and Scott Gordon. Absent: Scott Gordon. Also Present: Councilor James Kerti, Facilities Manager Heather Hoen, Trails Leads Bob Langley and Joanne Kittel, and Little Log Church Representatives Carl Miller and Karl Christianson. Additional audience: 3.

II. Approve Minutes – November 21, 2019

Commissioner Berdie moved to approve the November 21, 2019 minutes as presented: Aye – 6; No – 0.

III. Reports

A. Little Log Church

Berdie asked for clarification on the budget line item that the new heater came from. Karl Christianson indicated City staff handed the payment. Carl Miller reported they have reached 10% of their fundraising goal in their first three weeks. Miller provided some examples of feedback they have received. He reported they have purchased donation jars to place at the checkout stations in the C&K Market and could place them in other locations if people let him know. Commissioner Hempen suggested a container location at visitor centers. Joanne Kittel noted they small donations added that small donations add up over the year. Miller added they have their final meeting with the attorney on their 501(c)3 in a week.

B. Facilities Manager

Commissioner Shrock asked for an update on the heater situation. Facilities Manager Hoen reported she has been working with Airrow Heating who has submitted bids for $45,000 and $60,000. She noted they can build the system as they need to replace the broken heaters and not change everything at once. The cost difference for the higher bid is that unit has a heat exchanger that allows for heating and cooling at the same time so that warm air from one room can be mixed with cool air from another room to maintain constant climate. She explained Room 1 would retain an individual heater if they used the lower bid. Hoen added Airrow's bids were conservative and actual costs could come in 10% lower. Airrow was also willing to offer discounts on their current work to get the existing units working should the City contract with them on the larger project. Hoen noted she will need to get at least two additional bids because of the amount involved.

Hoen reported the warranty was for 10 years and the units have a life expectancy of 15-20 years. Berdie asked what would be needed to get CIP funding for this project. Hoen stated COG explained there were a few options available to get the work done this winter and to take advantage of CIP money.

Berdie clarified that Room 1 would have duct work if they went with the larger bid but not if they went with the lower bid.

Purcell asked if Council would continue to use Room 1 for meetings. Hoen indicated the City was not certain as to when the Council Chambers would move to the 501 Building.

Hoen indicated there were 12 heating units at present. Purcell asked how many units the bids would cover. Hoen stated all twelve would be covered with the new central. Hoen added the bid included getting three-phase power to the building. Purcell clarified that an electrician visited the site and provided the estimate. Hoen stated the bids are for a 12-ton unit.

Purcell suggested he and Berdie meet with Hoen before the next meeting to review the technical features. Hoen clarified that she was to pursue getting additional bids.

Commissioner Keller asked about the risk assessment. Hoen explained CIS is the City's insurer and the risk assessment was what they do to identify what needs to be addressed in the buildings. Hoen stated that items are critical if they are OSHA required and that OSHA's concerns are with safety of employees.

Berdie clarified that the booking in her report included all classes. Berdie also asked about the difference between rents and fees and rental fees.

Hoen reported the reservation system is getting smoother but there still needs to be in-house training and making adjustments in the system to get the required information. She provided an example of needing the invoice number for tracking payments from groups that are part of multiple events.

C. Yachats Trails Committee

Purcell reported he attended the last Trails meeting and met with Orchard and Langley. Purcell stated receipts for Trails will come directly to the Commission who can then review and submit to accounting.

Kittel reported she will be giving a talk at the Cape Perpetua Visitors Center on the Peace Hike, weather permitting.

Bob Langley provided an update on the trails maps. He stated the plan is to have trail maps around town with the map on one side and information on the other side. He left examples for Commissioners to examine. Langley expressed some concern about getting too much signage if they also put up interpretive signs. Purcell indicated he would be meeting with Manager Beaucaire after the first of the year. Purcell discussed printing quantities and budgets.

Berdie asked about the status of the archeological study. Langley was not certain.

D. Commissioners

Hempen reported the City Manager writes a report each month which provides a summary of recent activities. He indicated it can be found on the website and was looking into getting it emailed to Commissioners.

Hempen reported he attended the Little Log Church Board meeting and found it very informative. He recommended that other Commissioners could attend.

Purcell handed out a report from Gary Cleasby from the Big Band that summarized their activities for the year.

IV. Finance

A. Commons

B. Trails

C. LLCM

Commissioners clarified:

- 100 accounts are for operations and 150 accounts are for capital.
- Periods correspond to the months of the fiscal year, with month 01 being July.
- The report covered four months.
- The reporting period will be for two months prior

Commissioners found the reports to be difficult to understand.

Purcell indicated that he would ask for someone to come to the meeting next month to explain how to read the reports and what to expect. Shrock asked if they could expect to get reports comparing expenses to prior years.

V. Old Business

A. Dog Park

Hempen reported he conducted some preliminary research on standards and sizes. Hempen indicated that a dog park could help to provide a space clear of dog waste for the children to play. Mary Abei reported on what she has found on establishing dog parks. She stated they were suggesting a half-acre park on the east side of the field so that there would be no runoff into the wetlands and dogs would not run across the kid’s area to get to the park. Corita Edson reviewed some of the pros and cons of surfaces for the dog park. Abei explained there were grants available for people to establish dog parks. Abei stated any grant would need to see a statement from Parks and Commons that they support the park. Purcell stated the group should provide information on a maintenance plan and how they would cover expenses.

Keller saw the benefits of having a dog park in the City but was not sure that the space being requested was the most appropriated. She noted there were many groups wanting to use the space for their project. She suggested they space may be better kept open and not restricted by a fence. She favored exploring other areas to put a dog park.

Berdie had concern about being able to maintain a park so that it does not become a mud pit and wanted to see any proposal address that issue. He wanted to ensure the enthusiasm of the project would not diminish in future years. He wanted more information on fence heights and plans to cover the installation and maintenance costs. He wanted to ensure that the kid’s needs are accommodated first.

Shrock wanted to know more about parking, space usage, and placement. He asked that the group speak with Dave Reiseck to get his input on usage and design. Shrock reiterated Berdie’s concern about ensuring ongoing commitment to managing and maintaining the park into the future.

Hempen stated he had similar concerns to what others have expressed but was open to the idea. He also wanted to look into other possible locations.

Johnson was not in favor the dog park primarily because the Commission did not support the proposal from the kids. She thought the priority should be to do something to meet the needs of the kids looking for a play area clear of dog waste.

Keller raised the issue of insurance. Shrock raised the use of the area for clean sweep.

Helen Anderson stated she has seen very little use of the field in the past five years except for clean sweep and intermittent group games. She noted the community that develops around a dog park and suggested users are motivated to keep the park in good condition. She suggested that a dog park could raise money for maintenance by providing a sitting service for visitors who want to go out to dinner and not leave their dog in their cars.

Purcell summarized that the Commission was open to a dog park on City property but needed a plan for other options for locations, funding, maintenance, and insurance. Purcell indicated he would raise the issue at the next Chairs meeting.

Keller asked what Dave Reiseck’s involvement was. Shrock explained Reiseck had created a master plan for the appearance of the Commons area.

Bob Langley expressed concern about breaking up the area. He noted the kind of work the Trails Committee does around maintaining bark surfaces. He suggested talking to the Adobe about the land in front of their hotel.

B. Noxious Weeds

Berdie explained his handout. He noted the three noxious weed lists at the bottom were the most relevant for Yachats. He indicated he was not certain if they should finalize a draft or send it to the City Manager first. Keller suggested they ask the City Manager if she wanted a revision. Shrock complimented Berdie on his work. Johnson has concern about their role in policing plants and suggested they get more direction from the City Council. Hempen agreed they should get clarification from the City Manager about their task.

Purcell suggested they present items 1 to 5 on Berdie's handout to the City Manager and Council, with a change of "request" to "suggest" in first sentence. Berdie clarified he can email the draft to Commissioners under blind copy so people do not reply all.

C. Administrative Policy 1, Goal Setting

Berdie suggested a goal of clearer communications between Council and Commissions. Purcell asked what goals Commissioners wanted for the Commission. Suggestions included:

1. Beautification of the Commons facility
2. Reviewing the Commons fees (including $500 fee)
3. Upgrading AV equipment. Getting input from vendors and users on facilities needs
4. Are there things that they could be doing to extend or improve trails
5. Accommodating people with differing interests, such as between walkers on the 804 Trail and parkers who want to fish in the area
6. Getting someone to come to a Commission meeting to explain the financial reports
7. Knowing how to use the budget to determine if they are where they should be, such as taking in enough money on rentals to cover expenses.

Purcell stated he thought the Commission was doing well despite their frustrations and a need for more clarification on their roles.

VI. Other Business

A. From the Commission

Purcell thanked Commissioners for their dedicated work and looked forward to a productive new year.

B. From the floor - none

Purcell adjourned the meeting at 4:52 pm.

________________________________   ____________

John Purcell, Chair   Date

Minutes prepared by H.H. Anderson on January 8, 2020

Facilities Manager Report

January 2020

I am working on getting comparable quotes for a larger heating unit.

The end of the year and the beginning of the year seem to have gone well there were to reservations back to back.

With all the wind and rain that we have had lately everything on the buildings seems to be holding well.

Health inspector has come, and our building has passed inspection.

We have a busy month of reservations: Agate festival, Lions Crab feed and quite a few smaller reservations.

I am including a report from the new reservation program that is reflective of the usage of the building. The revenue portion will not be totally accurate as most of the reservations were moved from the other system and had been paid for already.

Respectfully Submitted

Heather Hoen

TRAILS COMMITTEE – Parks and Commons report – January 16, 2020

YIPS! (12-20-2019) – Cancelled due to weather

Trails (1/4/2020) – Cancelled due to weather and proximity to the Peace Hike in which many of our volunteers assisted and/or participated.

Non-scheduled projects – Several volunteers replaced a rotten post in the fence between Aqua Vista Loop and the bluff. Due in part to the then-upcoming Peace Hike, major work was done on the Amanda Trail: hiring a firm to take down a dangerously-leaning alder; shoring up about 30 feet of the trail with beams, rebar and rock; placing roofing material on the Gender Creek foot bridge to improve traction; trimming cedar trees to clear part of the trail; clearing out a fallen elderberry; and general clean up as well.

Trails map project – Wally and Bob are continuing work towards developing a series of navigational signs to be placed in strategic locations along various trails.

Peace Hike, 2019 – Despite the weather preventing the Amanda Trail hike from happening, under the coordination of Lauralee Svendsgaard, 30 trail volunteers worked on a great alternative using the multi-purpose room, picnic shelter, and Wetlands Trail. 120 people of all ages attended, including a number of Tribal members who led the ceremony. The Yachats Community Drum was played with participation from about 40 people. Wonderful gifts and a few raffle items were donated by Bob and Margie Read. The Yachats Ladies Club donated delicious breakfast breads. Donations totaling over $500 were made to View the Future and will go towards the 57-meter OCT capital project.

LITTLE LOG CHURCH AND MUSEUM
MINUTES OF MONTHLY BOARD MEETING

December 12, 2019

Board members present: Mary Crook, Vicki Martin, Karl Christianson, Carl Miller, Mark Shepherd. Absent: Leon Sterner, Katie Johnson. Also present: Michael Hempen, Parks and Commons Commission.

Minutes of previous meeting: Reviewed and approved.

Treasurer's Report: Board reviewed new format of monthly report. Board had questions about some line items. Vicki will ask the city expert to attend a future meeting to explain the format and answer question.

Curator's Report: None this month.

Weddings and Events: No weddings were held in November. The reading of *A Child's Christmas in Wales* on Dec. 6th at 7:00 p.m. and the classical guitar concert on Dec. 7th at 7:00 p.m. were stellar. We had very short notice to pull these off with advance publicity. Due to other holiday events in town, attendance was small (10 and 13). Those who attended were very impressed, so we considered it a success. Jo and Bonnie did a very fine job. "Opening Ceremonies" to take place Friday, December 13th. Mary to give holiday message, and Mayor Moore to make official declaration.

Volunteer Report: All shifts have been covered. Could use an additional sub. Mary to call for volunteers in next newsletter.

Landscaping: New landscaper Jill McKay is working out well.

Friends Report: (1) Bank account balance is $5,216.09. Friends account has been covering administrative costs such as supplies and postage for fundraising by the Friends of the LLC&M. Carl Miller again thanked Lazerquick, which allowed us to use their bulk rate, the cost was $.29 per piece.

Other business: (1) Carillon is working on schedule. (2) Karl, Carl, Mary and Jolayne will schedule a one day training in Eugene with our attorney. (3) the Friends of the LLC&M must file a tax return five months after the end of our fiscal year (December 31st). Karl will do the return. (4) Jo has some ideas about future fundraising projects. As of date of this meeting (December 12th) we are getting close to $10,000. (5) Karl reported volunteers are invited to a gathering honoring city employees and volunteers on December 18th from 11am to 1:00p.m. in Room 3.

Minutes submitted by Mary Crook

REPORT TO PARKS AND COMMONS COMMISSION

DATE: January 10, 2020
MEMO TO: Parks and Commons Commission Members
FROM: Mary Crook, Little Log Church Board Secretary, Volunteer Coordinator, Events Coordinator.

The Board of the Little Log Church and Museum met Thursday, January 9, 2020. You will receive minutes from that meeting after the Board approves them next monthly meeting. Board approved the minutes of the December meeting, and a copy of those minutes is included with this report.

Statistics: *Volunteers*: All shifts were covered in December.

Statistics: *Income*: \$150 was delivered to the city on January 9th. The Friends of the Little Log Church have a separate account. Currently the amount in the Friends account is \$5,216.09. Expenses for administrative costs in connection to fundraising will be paid from the Friends account. Carl Miller will provide an updated report from the *Friends of the Little Log Church and Museum* (our non-profit corporation) at your next meeting. We have been receiving donations in response to our fundraising letter. Right now we are close to \$11,000.

Statistics: *Visitors*: December was a slow month for visitors. There we 82 visitors who signed our guest book, from seven different states. Event attendees numbered 35.

Events: (1) Two weddings were held in December. Both were very small; just a few guests**.** **(2)** I already reported on the two events held early in December: The reading of *A Child's Christmas in Wales* on Dec. 6th at 7:00 p.m. and the classical guitar concert on Dec. 7th at 7:00 p.m., which were stellar. (3) The Yachats Winter Celebration ceremony was held December 13th. I gave a holiday message and Mayor Moore offered a brief seasonal message. In keeping with tradition, the event was followed by entertainment by the Sweet Adelines at the Yachats Ladies Club. Attendance was sparse, probably due to the many other holiday events taking place that week. At the last LLC board meeting we discussed changing the "Opening Ceremonies" to the end of November, given the plethora of events that fill up the calendar these days.

Respectfully submitted,

Mary Crook
For the Little Log Church and Museum

Commons 100-1020

Monthly Financial Detail Report

November-19

Printed: 1/6/2020
Period 05 - 05
Fiscal Year 2020

Fund	Dept	Account Number	Description	Budget for Year	Prior Mo Bal	Current Activity	Actual to Date	% of Budget
100	1020	304335	Rents or Fees	$ 26,000.00	$ -	$ 13,156.83	$ 13,156.83	50.60%
100	1020	304461	Rental Income	$ 17,800.00	$ 13,016.83	$ (8,566.83)	$ 4,450.00	25.00%
100	1020	304480	Gifts/Donations	$ -	$ 2,764.00	$ 498.00	$ 3,262.00	0.00%
100	1020	314861	Transfer from the General Fund	$ 120,379.50	$ -	$ -	$ -	0.00%
100	1020	314863	Transfer Visitor Amenities Support	$ 40,126.50	$ -	$ -	$ -	0.00%
			REVENUE	**$ 204,306.00**	**$ 15,780.83**	**$ 5,088.00**	**$ 20,868.83**	**10.21%**
100	1020	105160	Allocated Labor	$ 40,000.00	$ -	$ -	$ -	0.00%
100	**1020**		**PERSONNEL**	**$ 40,000.00**	**$ -**	**$ -**	**$ -**	**0.00%**
100	1020	205222	Insurance	$ 6,000.00	$ 3,597.76	$ -	$ 3,597.76	59.96%
100	1020	205240	Office Materials & Supplies	$ 1,000.00	$ -	$ -	$ -	0.00%
100	1020	205251	Telephones/Cell Phones/DSL	$ 1,000.00	$ 505.74	$ 156.82	$ 662.56	66.26%
100	1020	205252	Utilities	$ 5,000.00	$ 1,555.36	$ 386.80	$ 1,942.16	38.84%
100	1020	205260	Contract Expense (all Professional, IGA & Personal Svcs)	$ 38,000.00	$ 12,000.00	$ 400.00	$ 12,400.00	32.63%
100	1020	205317	Tools and Small Equipment	$ 500.00	$ 25.16	$ -	$ 25.16	5.03%
100	1020	205330	Building and Land Maintenance	$ 50,806.00	$ 2,968.33	$ 35.00	$ 3,003.33	5.91%
100	1020	205335	Custodial Support/Supplies	$ 25,000.00	$ 4,430.65	$ 1,925.57	$ 6,356.22	25.42%
100	1020	205474	Mowing/Trimming'/Removal	$ -	$ 1,100.00	$ -	$ 1,100.00	0.00%
100	1020	205490	Material and Services	$ -	$ 293.00	$ -	$ 293.00	0.00%
100	1020	208000	Operating Contingency	$ 10,000.00	$ -	$ -	$ -	0.00%
			MATERIALS AND SERVICES	**$ 137,306.00**	**$ 26,476.00**	**$ 2,904.19**	**$ 29,380.19**	**21.40%**
100	1020	217126	Interfund Transfer - Capital Reserve	$ 27,000.00	$ -	$ -	$ -	0.00%
			TRANSFERS	**$ 27,000.00**	**$ -**	**$ -**	**$ -**	**0.00%**
			EXPENSE	**$ 204,306.00**	**$ 26,476.00**	**$ 2,904.19**	**$ 29,380.19**	**14.38%**
			Revenue Total	**$ 204,306.00**	**$ 15,780.83**	**$ 5,088.00**	**$ 20,868.83**	**10.21%**
			Expense Total	**$ 204,306.00**	**$ 26,476.00**	**$ 2,904.19**	**$ 29,380.19**	**14.38%**
			Net Gain/(Loss)	**$ -**	**$ (10,695.17)**	**$ 2,183.81**	**$ (8,511.36)**	

Parks & Trails 100-1035

Monthly Financial Detail Report

November-19

Printed: 1/6/2020
Period 05 - 05
Fiscal Year 2020

Fund	Dept	Account Number	Description	Budget for Year	Prior Mo Bal	Current Activity	Actual to Date	% of Budget
100	1035	314861	Transfer from the General Fund	$ 5,888.00	$ -	$ -	$ -	0.00%
100	1035	314863	Transfer Visitor Amenities Support	$ 17,663.00	$ -	$ -	$ -	0.00%
			REVENUE	**$ 23,551.00**	**$ -**	**$ -**	**$ -**	**0.00%**
100	1035	105160	Allocated Labor	$ 3,000.00	$ -	$ -	$ -	0.00%
			PERSONNEL	**$ 3,000.00**	**$ -**	**$ -**	**$ -**	**0.00%**
100	1035	205210	Dues & Memberships	$ 3,000.00	$ -	$ -	$ -	0.00%
100	1035	205214	Marketing	$ -	$ -	$ 364.00	$ 364.00	0.00%
100	1035	205222	Insurance	$ 3,000.00	$ -	$ -	$ -	0.00%
100	1035	205224	Trails Maintenance/Supplies/Services	$ 2,000.00	$ 1,108.56	$ 177.75	$ 1,286.31	64.32%
100	1035	205252	Utilities	$ 3,250.00	$ 94.52	$ -	$ 94.52	2.91%
100	1035	205260	Contract Expense (all Professi	$ 300.00	$ -	$ -	$ -	0.00%
100	1035	205270	Travel	$ 1,500.00	$ -	$ -	$ -	0.00%
100	1035	205317	Tools and Small Equipment	$ 1,500.00	$ -	$ -	$ -	0.00%
100	1035	205330	Building and Land Maintenance	$ 4,500.00	$ 900.00	$ -	$ 900.00	20.00%
100	1035	205421	Parks/Grounds Maintenance	$ -	$ 298.06	$ 131.65	$ 429.71	0.00%
100	1035	205440	Equipment & Furniture	$ 500.00	$ -	$ -	$ -	0.00%
100	1035	205474	Mowing/Trimming/Removal	$ -	$ 1,095.00	$ -	$ 1,095.00	0.00%
100	1035	205490	Material and Services	$ 1,000.00	$ 306.64	$ -	$ 306.64	30.66%
			MATERIALS AND SERVICES	**$ 20,550.00**	**$ 3,802.78**	**$ 673.40**	**$ 4,476.18**	**21.78%**
			EXPENSE	**$ 23,550.00**	**$ 3,802.78**	**$ 673.40**	**$ 4,476.18**	**19.01%**
			Revenue Total	**$ 23,551.00**	**$ -**	**$ -**	**$ -**	**0.00%**
			Expense Total	**$ 23,550.00**	**$ 3,802.78**	**$ 673.40**	**$ 4,476.18**	**19.01%**
			Net Gain/(Loss)	**$ 1.00**	**$ (3,802.78)**	**$ (673.40)**	**$ (4,476.18)**	

Little Log Church & Museum 100-1025

Monthly Financial Detail Report

November-19

Printed: 1/6/2020
Period 05 - 05
Fiscal Year 2020

Fund	Dept	Account Number	Description	Budget for Year	Prior Mo Bal	Current Activity	Actual to Date	% of Budget
100	1025	304335	Rents or Fees	$ 1,500.00	$ 375.00	$ 80.00	$ 455.00	30.33%
100	1025	304460	Inventory Sale	$ -	$ 84.00	$ 65.00	$ 149.00	0.00%
100	1025	304480	Gifts/Donations	$ 1,400.00	$ 813.00	$ 190.00	$ 1,003.00	71.64%
100	1025	314861	Transfer from the General Fund	$ 5,278.50	$ -	$ -	$ -	0.00%
100	1025	314863	Transfer Visitor Amenities Support	$ 15,835.50	$ -	$ -	$ -	0.00%
			REVENUE	**$ 24,014.00**	**$ 1,272.00**	**$ 335.00**	**$ 1,607.00**	**6.69%**
100	1025	105160	Allocated Labor	$ 2,500.00	$ -	$ -	$ -	0.00%
			PERSONNEL	**$ 2,500.00**	**$ -**	**$ -**	**$ -**	**0.00%**
100	1025	205214	Marketing	$ -	$ -	$ 188.00	$ 188.00	0.00%
100	1025	205220	Marketing/Road Sign	$ 200.00	$ -	$ -	$ -	0.00%
100	1025	205222	Insurance	$ 1,100.00	$ 2,014.24	$ -	$ 2,014.24	183.11%
100	1025	205251	Telephones/Cell Phones/DSL	$ 600.00	$ 213.70	$ 56.42	$ 270.12	45.02%
100	1025	205252	Utilities	$ 1,400.00	$ 230.12	$ 841.68	$ 1,071.80	76.56%
100	1025	205330	Building and Land Maintenance	$ 9,114.00	$ 346.00	$ -	$ 346.00	3.80%
100	1025	205345	Inventory Purchase	$ 1,000.00	$ -	$ -	$ -	0.00%
100	1025	205421	Parks/Grounds Maintenance	$ 3,000.00	$ -	$ -	$ -	0.00%
100	1025	205440	Equipment & Furniture	$ 100.00	$ -	$ -	$ -	0.00%
100	1025	205474	Mowing/Trimming/Removal	$ -	$ 574.00	$ -	$ 574.00	0.00%
100	1025	205490	Material and Services	$ 400.00	$ -	$ 52.99	$ 52.99	13.25%
			MATERIALS AND SERVICES	**$ 16,914.00**	**$ 3,378.06**	**$ 1,139.09**	**$ 4,517.15**	**26.71%**
100	1025	217126	Interfund Transfer - Capital Reserve	$ 4,600.00	$ -	$ -	$ -	0.00%
100	**1025**		**TRANSFERS**	**$ 4,600.00**	**$ -**	**$ -**	**$ -**	**0.00%**
			EXPENSE	**$ 24,014.00**	**$ 3,378.06**	**$ 1,139.09**	**$ 4,517.15**	**18.81%**
			Revenue Total	**$ 24,014.00**	**$ 1,272.00**	**$ 335.00**	**$ 1,607.00**	**6.69%**
			Expense Total	**$ 24,014.00**	**$ 3,378.06**	**$ 1,139.09**	**$ 4,517.15**	**18.81%**
			Net Gain/(Loss)	**$ -**	**$ (2,106.06)**	**$ (804.09)**	**$ (2,910.15)**	

Fund 240 - City Amenities, Department 125 Parks & Trails

Historical Data: Actual, Second Preceding Year 2016-17	Actual, First Preceding Year 2017-18	Adopted Budget 2018-19	Estimated YTD Actuals 2018-19	Account #	Resource Description	Budget for Next Year 2019-20: Proposed by Budget Officer 2019-20	Approved by Budget Committee 2019-20	Adopted by City Council 2019-20	Notes Submitted by Trails Committee
-	87	500	-	3-30-4335	Rents or Fees	-	-	-	
-	-	-	-	3-30-4480	Gifts and Donations	-	-	-	
-	-	-	-	3-30-4690	Other State Sources	-	-	-	
-	87	500	-		Total External Revenue	-	-	-	
-	16,600	9,125	9,125	3-60-4860	General Fund Support (25%)	5,888	5,888	5,888	100-100
-	20,000	27,375	27,375	3-60-4863	Visitor Amenitites Support (75%)	17,663	17,663	17,663	120-100
-	36,600	36,500	36,500		Total Internal Support	23,550	23,550	23,550	
-	36,687	37,000	36,500		**Total Resources**	23,550	23,550	23,550	
-	1,845	6,000	3,000	5-10-5160	**Allocated Labor**	3,000	3,000	3,000	City labor to pick up weed piles
-	-	-	-	5-20-5222	Insurance	3,000	3,000	3,000	Gerdemann Trail, volunteer coverage
-	-	-	-		Dues/Memberships/fees	3,000	3,000	3,000	Trail Conferences, Training Registration, Training Accomadation - Acct: 5-20-5210 - outlined FY20
-	-	-	-		Travel	1,500	1,500	1,500	Conferences, Training Travel, Loal road travel for trail needs - Acct: 5-20-5270 - outlined FY20
-	9,755	20,000	8,000	5-20-5224	Trails Supplies/Services	2,000	2,000	2,000	Evacuation trail to new fire station. The route, cost, & timeline are all unknown at present.
-	-	-	-	5-20-5240	Office Materials/Supplies	-	-	-	
-	-	-	-	5-20-5251	Office Phone/Cell/DSL	-	-	-	

-	9,755	20,000	8,000	5-20-5224	Trails Supplies/Services	[illegible]	[illegible]	[illegible]	
-	-	-	-	5-20-5240	Office Materials/Supplies	-	-	-	
-	-	-	-	5-20-5251	Office Phone/Cell/DSL	-	-	-	
-	-	-	-	5-20-5252	Office Utilities	3,250	3,250	3,250	Pr-Printing, Etc., permanent outdoor trail maps/signs
-	-	-	-	5-20-5260	Professional Services	300	300	300	Safety/First Aid equipment & training
-	-	-	-	5-20-5317	Tools & Small Equipment	1,500	1,500	1,500	
-	-	1,000	1,500	5-20-5330	Building or Land Maintenance	4,500	4,500	4,500	
-	-	-	-	5-20-5335	Custodial Support/Supply	-	-	-	
-	16,601	10,000	6,500	5-20-5421	Parks/Grounds Maintenance	-	-	-	
-	-	-	-	5-20-5440	Equipment & Furnishings	500	500	500	NYD Peace Hike Buttons
-	-	-	-	5-20-5490	Materials and Services Other	1,000	1,000	1,000	Food & non-alcoholic refreshments for trail volunteers - approxiately 25 events annually, often with 20+ participants
-	26,356	31,000	16,000		**Total Materials and Services**	20,550	20,550	20,550	
-	36,687	37,000	36,500		Total Resources	23,550			
-	1,845	6,000	3,000		Total Personnel Services	3,000			
-	26,356	31,000	16,000		Total Material & Services	20,550		-	
-	-	-	-		Total Capital Reserves Transfers	-			
-	***28,201***	***37,000***	***19,000***		***Total Expenditures***	***23,550***			
-	8,486	-	17,500		Total Department Revenue (Expense)	-	-	-	

HANDOUT 01-19-20

Trails Committee Budget Request for 2019-20

Description	Amount
Tools acquisition/replacement	$1,500
Trail maintenance/repair/development	$4,500
Safety/First Aid equipment and training	$300
NYD Peace Hike buttons	$500
PR - printing, etc	$250
Permanent outdoor trail maps/signs	$3,000
Trails Conferences and training registration	$1,450
Conferences and training accommodation	$2,000
Conferences and training travel	$1,200
Local road travel for trail needs	$300
Food and non-alcoholic refreshments for trail volunteers[1]	$1,500
Trail improvement on Ocean View Drive from Landmark to Beach St[2]	
Evacuation trail to new Fire Station[3]	
Total requested	$16,500

1. Approx. 25 events annually, often with 20+ participants
2. City should budget for this. Trails committee lacks expertise necessary for design and construction of this improvement
3. The route, cost and timeline are all unknown at present